HOW TO ACCESS YOUR TAFE EMAIL ACCOUNT

Things you need to know about your email account:

- Your email address is your TAFE username followed by @tafensw.net.au (e.g. John.Smith1@tafensw.net.au).
- Your TAFE email is the preferred way for your teachers to contact you.
- You can forward your TAFE email to a personal email account.
- For assistance using your TAFE email please see library staff.

STEP 1. Go to:
https://my.tafensw.edu.au or Google TAFE NSW student portal.

STEP 2. Log in using your TAFE User Name and Password.
STEP 3. Read the terms of use, then select “I Agree”.

STEP 4. Click on Email.
STEP 5. You will see your email inbox.
To read an email click on the subject line.

STEP 6. To send an email, click on "Compose."
STEP 7. Type in the email address of the person you wish to email (Recipient), and a Subject.

STEP 8. Type your message.

STEP 9. Attach files, images or links (optional).

STEP 10. Click Send.